



ABANDONED MINE LANDS PROGRAM

EQUIPMENT POOL COORDINATOR

INTRODUCTION: This position is responsible for coordinating utility rates and maintenance schedules of heavy equipment and provides technical assistance. The incumbent performs management and supervisory duties of average difficulty and requires knowledge and skill in organizational and public relations.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Confers with and advises customer on type of equipment required, duration of utilization and responsibility for maintenance and repair in order to determine utility charges; prepares agreement, specifying charges and payment procedures; quotes rates and collects security deposit.
2. Maintains schedule of equipment to determine availability for booking; reviews inspection reports of equipment before and after fieldwork.
3. Transports and operates any of the following, but not limited to, truck tractor, front-end loader, motor grader and back hoe; reviews routine and minor maintenance work on equipment and reviews daily log of operator.
4. Supervises and provides technical advisement and training to Equipment Operator(s) in all facets of heavy equipment operation. Performs final inspection of completed job(s); provides supervisor with monthly activity reports on preventive maintenance and fieldwork.
5. Maintains database consisting of work activities, clientele, heavy and lightweight equipment, preventative maintenance schedules and equipment parts and fuel inventories.
6. Performs other duties as assigned and authorized to meet program goals and objectives.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. Decisions regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives.

SUPERVISION: The incumbent is under general supervision and line authority of the AML Program Manager. The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects and work to be done. The incumbent having expertise in this area is responsible for planning and carrying out the assignments resolving most of the conflicts, which arise. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work in meeting the requirements or expected results.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, villages, private entities and the general public. The purpose of these contacts is to exchange factual and/or technical information and coordinate work efforts.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Some of the work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Fieldwork requires physical exertion such as long periods of standing, walking over rough, uneven or rocky surfaces, recurring bending and crouching, stooping, stretching, reaching or similar activities; incumbent will be exposed to varying weather conditions and to potentially dangerous situations requiring protective clothing or gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. equivalent;

AND

B. Training : Completion vocational or apprenticeship training in heavy equipment operations;

AND

- C. Experience: Five (5) years work experience operating and maintaining various heavy equipment and vehicles and at least three (3) years general construction experience;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties and responsibilities of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the mechanics and hydraulics of diesel powered heavy equipment and trucks
Knowledge of heavy equipment safety practices and procedures in the construction field
Knowledge of highway and motor vehicle laws and safety practices applicable to transportation regulations

B. Skills:

Skill in verbal and written communications
Skill in planning, organizing and administering projects
Skill in reading and interpreting survey markers, construction specifications, shop drawings and other technical drawings
Skill in operating all types of heavy equipment and tractor-trailers

C. Abilities:

Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
Ability to supervise and evaluate the work of others
Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess & maintain valid Class A Arizona Commercial Driver's License and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Must complete a pre-employment drug & alcohol testing prior to beginning work and maintaining negative employment drug & alcohol tests.

REVIEWED BY:

Keith Tahvan, Sr.

Hiring Authority

7/14/08

Date

APPROVED BY:

[Signature]

Personnel Director

07-14-08

Date

Hourly - Range 35

08/2008(nfp)